

Authorization for Direct Deposit

This authorizes Choices Are For Everyone, Inc. to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) accounts (s) indicated below. This authorization will remain in effect until CAFE receives a written termination notice from myself and has a reasonable opportunity to act on it (Friday following the pay cycle).

Account #1:

Type (e.g. checking or savings) _____

Employee Bank Name _____

Branch Location _____

City, State & Zip _____

Bank Routing # (ABA#) _____ Account# _____

Account #2:

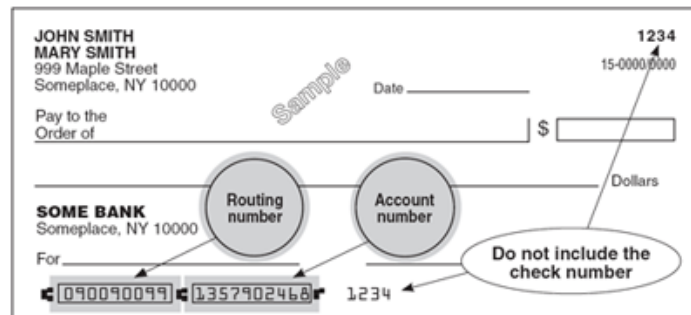
Type (e.g. checking or savings) _____

Employee Bank Name _____

Branch Location _____

City, State & Zip _____

Bank Routing # (ABA#) _____ Account# _____



Note: The routing and account numbers may appear in different places on your check.

Printed Name _____ Signature _____

Date: _____

DIRECT DEPOSIT

CAFE is pleased to be able to offer you a great employee benefit—Direct Deposit. You can have your paycheck automatically deposited into your checking or savings account on payday.

Direct deposit is a voluntary benefit. You are not required to have your paycheck directly deposited into your bank account.

Here's How It Works: On Friday (payday) you will receive your paycheck which will have no monetary value. (It has *****'s where the numbers usually show up and it will not have Sam' signature on it.) You will also receive your pay stub itemizing your earnings, deductions, and taxes. It will show the amount which was deposited into your account for the previous weeks earnings.

Once funds have been deposited we are unable to make any pay adjustments. Therefore, **it is extremely important to complete your timesheet accurately** (overtime approved/signed, sick and vacation approved, etc.). If an error is made, it will be adjusted in the following week's payroll.

Benefits of Direct Deposit:

- It saves you time traveling to your financial institution every week and waiting in line to deposit/cash your check.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster— reduces the possibility of overdrafts.
- It means that you get your money deposited into your account even if you're on vacation or away from the office due to illness.

Direct Deposit is save, confidential, convenient and easy. **To take advantage of this benefit, please complete the attached authorization and return it to our Payroll Manager at your convenience.** Once received, your direct deposit will go into effect the Friday following the pay cycle. Always make sure that you receive a stub from CAFE indicating the amount deposited into your account before you access the funds.